



CITY OF DULUTH

COMMUNITY PARKS AND RECREATION PROGRAM GUIDELINES



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PROGRAM PURPOSE

The purpose of the City of Duluth Community Parks and Recreation Program is to provide funding for neighborhood-based parks enhancements and recreation services on Duluth's parks, recreation, and trails system. The program is funded by the City of Duluth Parks Fund approved by voters in 2011.

Grants will generally range from \$500 to \$5,000.

The Community Parks and Recreation Program will consider funding requests for parks and recreation equipment, supplies, improvements, and programs.

In order to receive funding, projects must:

- Take place entirely or primarily on existing recognized units of Duluth's parks, recreation and trail systems; and
- Support the mission of Duluth's Parks and Recreation Division to fulfill the essential recreational, educational, cultural, and environmental needs that create a dynamic community.

Priority will be given to projects that support one or more of the following key elements of the Parks and Recreation Master Plan:

- Improve the quality of existing parks (especially neighborhood parks),
- Expand the use of City parks and recreation areas,
- Focus on connecting the community through trails and bikeways,
- Have fewer, but higher quality recreation buildings,
- Enhance stewardship of natural resources,
- Expand partnerships with schools for community recreation and gathering, and
- Increase use and recognition of volunteers and volunteer groups.

ELIGIBILITY

To be eligible to apply for funding and organization must:

- Be classified as a charitable organization under Section 501 (c)(3) of the Internal Revenue Code or have another 501(c)(3) willing to serve as a fiscal agent for the project, and
- Be primarily located in or provide services to residents within the City of Duluth.

Grant awards are not intended to provide permanent support for any purpose. Organizations must have the financial potential to sustain a program after funding by the Community Parks and Recreation Program ends. Organizations may only receive funding for the same project twice.

EXAMPLES

The following are representative, but not exclusive examples of projects which could be recipients of Community Parks and Recreation Program funds:

- Sports equipment available for public use
- Staffing for after-school programs
- Volunteer programs
- Trail system maintenance and improvements
- Environmental education programs
- Playground equipment and improvements

The Community Parks and Recreation Program **does not** provide grants for:

- Individuals
- Endowments
- Medical research
- Debt retirement
- Strategic planning
- Tickets for benefits
- Political organizations or campaigns
- Telephone solicitations
- Fund-raising drives or activities
- Organizations with a substantial part of their purpose tied to the influencing of legislation

APPLICATION PROCEDURES

The Duluth Superior Area Community Foundation will be receiving and processing all applications to the Community Parks and Recreation Program. Completed applications will be conveyed to the City of Duluth for review and final determination. Organizations may only submit **one** application per grant round.

Please review the Grant Cycle Calendar for a competitive grants fund list to determine which fund may be appropriate for your needs and timing. Once you have contacted us with information about your project/program via the online grant application, staff will contact you regarding fund-specific guidelines and the application process. Applicants can also contact Community Foundation staff by telephone at 218.726.0232 or by email at grantsinfo@dsacommunityfoundation.com.

Potential applicants must first submit a Letter of Intent (LOI), via the Community Foundation's website at http://www.dsacommunityfoundation.com/grants/funding_inquiry.php. The LOI must be submitted **at least** two weeks prior to application deadlines. The LOI can be submitted using the online grant application portal. Based on the outcome of the LOI, an organization may be encouraged to submit a full application through the online portal. The Community Foundation's Grant Application Process is outlined on the website, along with a step-by-step tutorial for utilizing the online grant application. Please use the Community Foundation staff as a resource throughout the application process; contact staff with any questions by email at grantsinfo@dsacommunityfoundation.com or by telephone at 218.726.0232.

Please note: organizations submitting an application that includes improvements to city buildings and/or grounds may be instructed to complete and submit the City of Duluth Project Proposal Form as part of their grant application. Examples of projects requiring a Project Proposal Form include:

- Installation of park benches
- Playfield renovations
- Community beautification projects

The deadlines for receipt of applications for the Community Parks and Recreation Program are April 1 and October 1. The City of Duluth City Council will make final funding decisions at its late June and late December meetings, respectively. Funds may not be used retroactively. Complete applications are due through the online grant application portal by 5pm on the application deadline. If the deadline falls on a weekend or holiday, complete applications are due by 5pm on the next business day following the deadline date. Proposals are not accepted via fax or mail.